

PART II	DEPARTMENT OF PERSONNEL SERVICES	6.201
	STATE OF HAWAII	6.202
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Minimum Qualification Specifications  
for the Classes:

DENTAL ASSISTANT I  
DENTAL ASSISTANT II  
DENTAL ASSISTANT III

Education Requirement:

Graduation from high school. Excess experience of the type described below or work experience requiring the ability to read, comprehend, and apply written directions, or a high degree of verbal skill may be substituted for education on a year-for-year basis.

Experience Requirement:

Dental Assistant I: None

Dental Assistant II: One year of full-time work experience which involved general chairside assistance to dentists performing examinations, fillings, extractions, and the treatment of various mouth disorders; cleaning and sterilizing equipment, preparation and mixing materials for fillings and maintaining dental records.

Such experience may have been obtained by assisting a dentist in a private office or in a private or public clinic.

Dental Assistant III: In addition to meeting the requirements specified for level II, applicants must have had a minimum of one additional year of dental assistance work which is characteristic of the level immediately below, level II, in the State service and which has afforded the applicant to gain working knowledge of the terminology, procedures, materials and instruments used in dentistry and which demonstrated the ability to perform the full range of standard dental assistance duties with a minimum of direction and to anticipate and respond to dentist's needs during treatments.

Quality of Experience:

Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position.

The applicant's overall experience must have been of such scope and responsibility as to conclusively demonstrate that he has the ability to deal with other people successfully and to efficiently perform the duties of the position for which he is being considered.

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License Required:

For certain positions, possession of a valid motor vehicle operator's license is required.

Non-Qualifying Experience:

Any work experience in a dental office or clinic which did not involve providing general chairside technical assistance to the dentist may not be considered qualifying. Example of non-qualifying experience is that of a secretary or receptionist whose main duties was chiefly dental record keeping and other clerical type work.

Substitutions Allowed:

- 1) Completion of one academic year in a dental hygiene program at an accredited college or university may be substituted for a maximum of 6 months of work experience.
- 2) Completion of an accredited dental assistant curriculum may be substituted for one year of experience.
- 3) Completion of a two-year dental hygiene curriculum at an accredited college or university may be substituted for two years of work experience.

Tests:

For competitive actions, applicants must qualify on an appropriate examination for these classes. For non-competitive actions, this requirement may be waived.

Physical Requirements:

Standard 5g. Applicants must be physically able to perform efficiently the duties of these positions, which are described elsewhere in this specification. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. Any physical condition which would cause the applicant to be a hazard to himself or to others will disqualify for appointment. In addition, applicants must possess emotional and mental stability.

APPROVED: April 11, 1969

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(Mrs.) EDNA TAVARES TAUFAASAU  
Director of Personnel Services